

CAPITAL COMMUNITY COLLEGE
TAACCCT* Federal Credit Grant Coordinator
Full-Time, 12-Month Non-Tenure Track Position, Equates to CCP 18
Renewable for the Duration of the Grant

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 950 Main Street, Hartford, CT 06103

Hours: 35 hours a week

Salary: \$59,471.00 approximate annual

Closing Date: **November 11, 2013**

General Knowledge, Skills and Abilities: Master's degree and two years of experience as a faculty member or administrator in higher education; track record of implementing grants preferred. The successful candidate will have demonstrated ability to work with multiple constituencies and to collaborate with faculty, employers and student services personnel. Strong technology and communication skills are essential.

Applicants should be able to show evidence of commitment to the mission of a comprehensive community college with an urban, non-traditional, multicultural student population

Substitution Allowed:

Applicants who do not meet the minimum qualifications are encouraged to put in writing exactly how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

General Experience: Under the supervision of the Dean of Students and the Dean of Academic Affairs, the grant coordinator will: (1) Serve as Capital's grant liaison to the consortium of colleges participating in the TAACCCT grant funded by the U.S. DOL; (2) Work with faculty to develop on-line and on-site certificates and Associate degrees fully articulated with four year degrees at colleges and universities in the northeast; (3) As part of the curriculum development process, will coordinate groups of faculty, employers and workforce development professionals to align the competency-based curriculum with industry credentials; (4) Oversee grant team members charged with recruiting students, assessing their prior learning experiences for collegiate credit, developing internships, working on job placement for graduates and implementing a student tracking system; (5) Oversee and coordinate the implementation of advanced technological strategies identified in the grant and related faculty professional development; (6) Assess outcomes working with the Institutional Research Office, prepare required grant reports and work with fiscal affairs on budget oversight; (7) Work in collaboration with the Continuing Education Non-credit Work-based Learning Coordinator to create non-credit to credit pathways; (8) Meet with the consortium members on a regular basis.

Application Instructions: Send letter of intent, BOR Employment Application (found on the following website: <http://www.ct.edu/hr/employment>), resume, transcripts (copies are acceptable at the time of application) and the names of three references to:

Josephine Agnello-Veley
Assistant Director of Human Resources
Capital Community College
950 Main Street
Hartford, CT 0610
Email: CA-HRApplclicant@ccc.commnet.edu

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

*Trade Adjustment Assistance Community College and Career Training Grant